



Department of ADMINISTRATIVE SERVICES Job Postings



**UNIVERSITY OF CONNECTICUT, SCHOOL OF NURSING
JOB OPPORTUNITY
PROGRAM AIDE (UCP 1)
HEALTHCARE ANALYTICS, TECHNOLOGY TRANSFER, RESEARCH AND EVALUATION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: The University of Connecticut, Hartford Campus
(Constitution Plaza in downtown Hartford)

Job Posting No: 2016580

Hours: 8:30am to 4:30pm

Salary: Salary will be commensurate on successful candidate's background and experience.

Closing Date: May 31, 2016

Duties and Responsibilities:

Assist Program Coordinator in developing materials for education and outreach; Assist in the review of provider applications for the Medicaid EHR Incentive Program; Addresses concerns from stakeholders and guides the direction taken to resolve complaints or problems. Maintains accurate records and may assemble data and prepare statistical and/or historical reports for supervisor; May perform office support functions; Performs other related duties as assigned.

Knowledge, Skills and Abilities:

Bachelor's degree from an accredited college/ university, or equivalent experience and training; Sensitivity towards and experience with patient and provider information; Must be flexible to meet with stakeholders outside standard business hours as needed; Some travel may be required; Good communication and interpersonal skills

Preferred Skills and Abilities:

An understanding of current healthcare quality reporting programs and health information technology; Proficiency with statistical analysis, data management, data integrity, and detection of trends; Knowledge of CMS and HITECH Act regulations and requirements for participation in programs;

Preferred Experience:

Experience working in a fast-paced project oriented healthcare environment; Experience with claims and clinical quality measures computation

Application Instructions:

Please submit an online application that includes a **cover letter** identifying research and evaluation goals, a **curriculum vitae** and contact information for **three (3) professional references** to www.jobs.uconn.edu, Staff Positions. Evaluation of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016580)

**UConn DEPARTMENT OF HUMAN RESOURCES
9 WALTERS AVENUE
UNIT 5075
STORRS, CT 06269
www.hr.uconn.edu**

For more information regarding the School of Nursing, please visit the school's website at <http://nursing.uconn.edu> and to learn more about the CT HIT initiatives, please visit <http://www.ct.gov/cthealthit>.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.